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8 January 1998

MEMORANDUM FOR: [redacted] (b)(3)

FROM: [redacted] (b)(3)

SUBJECT: ~~(AIUO)~~ ADD Weekly Report 1-7 Jan 1998

REFERENCE: Note Timing of this Weekly: Thurs-Wed

(U) The Automatic Declassification Date is 17 April 2000

(U) Activities and Accomplishments

~~(AIUO)~~ **Production Staff**

As of 7 January 1998, only 830 days until D-Day.

Although a slow period due to the Holidays, an important milestone was reached with ove [redacted] pages being certified in the IWAS system. (b)(3)

	Weekly	Cumulative
DA	[redacted]	[redacted]
DCI		
DI		
DO		
DST		

(b)(3) (b)(3)

~~(AIUO)~~ **Personnel**

Since the middle of December, [redacted] ICs have been transitioned over to HRB. This number consists of [redacted] redactors and [redacted] technicians and specialists. (b)(3) (b)(3)

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Two new IC's were brought on board this week and we also lost two, giving a total IC count in ADD of . This count is made up of: redactors, specialist, technicians, analysts, and trainers. There are also commercial contractor personnel and staff personnel on board for a current total T/O in ADD of . Eighteen applicants are being processed in contracts and clearances.

(b)(3)

~~(AIUO)~~ **Intelligence Community Declassification Program Managers' Council (IC/DPMC)**

On 8 January, the C/ADD with Chairman, External Referral Working Group hat on, briefed the DPMC on the ERWG status and plans (the ERWG is one of three DPMC subgroups). The other two DPMC subgroups, the Automation Working Group, and the Public Disclosure Working Group also provided similar status reports. , DPMC Chair, provided several action items from meetings on the Hill re GulfLINK. Finally, program status reports were received from NSA, NRO and CIA. NSA has established its factory and begun operations. ADD personnel will visit NSA in late January.

(b)(3)

~~(AIUO)~~ **Federal Intelligent Document Understanding Laboratory (FIDUL) Work on Image Duplicate Detection**

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C/ADD and visited FIDUL for the final briefing by PRC on the image duplicate detection test. The University of Maryland algorithm performed adequately but not outstandingly

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in its ability to identify duplicates on the basis of image information only. (b)(6)
(b)(6) of University of Maryland will continue to make enhancements based on further review of real documents. We will be implementing index-based duplicate detection shortly in IWAS. Based on our findings using the index approach we will further evaluate how to proceed in the image domain. The Maryland image algorithm will need considerable work to make it into a COTS product. The support from FIDUL on this effort has been outstanding. (b)(3) (b)(3)

~~(AIUO)~~ **Building** (b)(3)

Installation of cable drops enabling (b)(3) residents to receive the Agency's secure TV grid was completed during the month of December. This will (b)(3) allow to receive special broadcasts from Headquarters and CNN when no special programming is being conducted.

(b)(3)

The installation of Media General cable TV is still pending. So far only the DO and ADD have submitted funding for this effort. The initial cost of the regular cable TV is $4,000 and was to be prorated based on (b)(3) each component's population within Hopefully, once full funding is obtained this activity can be completed. This will give us access to all the major news channels and Discovery. (b)(3)

~~(AIUO)~~ **Image Workflow Automation System (IWAS)**

FOC Efforts

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provided routine support this week. (b)(3)
has begun to cleanup non-compliant metadata field values in anticipation of having a Records Repository available by the end of January. The importing process now validates all fields for which a constrained list is defined. A few of the documents will require coordination with IMU personnel to resolve OPI values for a relatively small set of documents. (b)(3)
and have also taken (b)(3)
some of the less busy system time available this period to begin cleanup of some previously processed data that were placed on hold. The two large folder DST boxes have been placed on indefinite hold, pending resolution of a large number of documents in a single folder issue. (b)(3)
(b)(3)

~~(AIUO)~~ Development Summary

The Development Team has a major portion of its efforts focused on development for the Records Repository and new internal code for the Redaction application. Upgrade of the STAR GATE system to an FOC configuration is completed on the server, with the application upgrade deferred until a new, version 2.51, build is completed. Support to Operations has been focused on cleaning up previously deferred folders and the movement of user data to queues, correcting previously identified data problems. Due to limited team backlogs, priority support is being provided to allow for same day importing of batches, no matter when they are delivered. (b)(3)

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[redacted] (b)(3)

~~(AIUO)~~ **Operations**

Production Statistics for the Week in Pages:

	Weekly	Cumulative
Boxes Received from AARC		
Pages Completed Doc Prep		
Pages Scanned		
Pages Indexed		
Pages Exported to IWAS		

(b)(3)

[redacted] (b)(3)

~~(AIUO)~~ **General Engineering Support**

[redacted] prepared an outline for a report to the Common Repository Working Group and sent it out for coordination. (b)(3)

[redacted] prepared an abstract for a paper on Analytical and Information Security Tools for supporting E.O. 12958 for submission to the Advanced Information Processing and Analysis Symposium for 1998. [redacted] (b)(3) (b)(3)

~~(AIUO)~~ **External Referral Unit (ERU)**

Personnel:

[redacted] joined ERU this week and will work with downloading IWAS referrals. (b)(3)

[redacted] left ERU. (b)(3)

NARA Team

DO Team Chief and Deputy visited NARA to review the equity identification requirements there.

The complete list of CIA withdrawn OSS documents returned to NARA has been compiled and made available for declassification. [redacted] will be working with [redacted] at NARA on the task. (b)(3)

Planning and preparation for start-up continues, including the identification of equities in State Department Record Group 84 boxes and survey of other NARA holdings. These State records that have been withheld over the years continue to present issues regarding CIA review of equity documents. Database inaccuracies and the vagaries of review quality over the years has left the

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collection in a state where finding the real CIA equity takes hours for each box. C/ERU will begin discussions with State and NARA about alternate approaches to protecting CIA equity in this material.

The community review of NSC, Council on International Economic Policy (CIEP), and FEMA withdrawn records continues. The NSC records review is nearing completion with only about [redacted] boxes of the [redacted] pages left to process. The work to date has been a unique community effort where many agencies have worked together to ensure that all equity is resolved in each document prior to release. This CIA led and ERWG coordinated effort is another example of how cooperation among agencies can be built in a manner that will prevent inadvertent release of sensitive information. (b)(3)

The NARA team has initiated discussions between JCS and NARA to determine if the JCS withdrawn collection should be the next to undergo community review.

(b)(3) The CIA/NARA team has a dedicated fax number [redacted]

Operations Team

The operations team has completed the master schedule, via Microsoft Project, for the RAC and NARA records collection projects. The projects' major milestones and events are included in the schedule and they will be reviewed with DC/ADD, C/ERU and HRB on 7 January. The master schedule calls for remote scanning of records to begin at NARA, College Park, Md. and at the JFK library in Boston, Mass. in late February.

Final updates are being made to the ERU FRD this week in preparation for re-disseminating the document to management early next week. ERU is seeking ADD's Configuration Control Board's approval of the FRD next week

Referral Team:

(b)(3) The referral team sent packages of documents to the Air Force, PFIAB and DIA on behalf of [redacted] of the HRG. They also have documents for the Army but are awaiting guidance from the Army Declassification Activity (ADA) to determine where these documents should be sent. The ADA's mission does not include release. Since HRG wants release of these documents, the ADA must tell us which organization in the Army will provide both declassification and release. [redacted] (b)(3)

~~(AIUO)~~ **Information Management Officer (IMO)**

ADD's distinguished IMO, [redacted], entered on duty (EOD'ed) with the Central Intelligence Agency on January 7, 1963. (b)(3)
(Thirty five years ago)
Congratulations, [redacted] (b)(3)

~~(AIUO)~~ **DO TEAM**

The mission of the DO team at NARA is taking shape. [redacted] and [redacted], spent the first day (b)(3)
organizing and placing the withdrawn OSS documents in notebook binders. There are a total of [redacted] pages in the list divided into (b)(3)

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five notebooks. The next day, the two spent the day doing a "get acquainted" preliminary review of approximately 100 pages. In order to identify foreign government information and other information that should remain classified they are finding it necessary to refer frequently to the box work sheets and in some instances it later may be necessary to check the files themselves. It is not yet possible to predict how long the job will take. Perhaps by the end of next week a reasonably accurate estimate will be possible.

The DO Team welcomes [redacted] retired from the DO after a successful career that spanned 22 years as a staffer and another 12 years as an Independent Contractor. His service was centered in the [redacted] (b)(3) (b)(3)

~~(AIUO)~~ DA TEAM

Team Chief, [redacted] was welcomed back at the weekly DA meeting and provided with the current team status and concerns. [redacted], the team's first chief, replaces [redacted] who recently left the team. [redacted] (b)(3) (b)(3)

(U) Upcoming Week

Declass, Declass, Declass... [redacted] (b)(3)

[redacted] (b)(3)
Chief, Automatic Declassification Division
IRG/OIM

(U) Note: Portion Markings pertain to all portions below the marking until a new portion marking is encountered.

CC: [redacted] (b)(3)

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